

Parkwood Care Application For Employment

Job applied for:

Reference
No:

It is strongly recommended that you read the information in the application pack before completing this application form. Please fully complete this form using type or black ink. Please answer the questions fully, referring to the Person Specification and provide examples of the relevant abilities and experiences you have gained. A curriculum vitae is not an acceptable form of application. Applications received after the closing date will not normally be considered.

Return the completed application form to:

Telephone:

E-mail: info@parkwoodcare.co.uk

Fax:

The information you supply on this form will be treated in confidence

Personal details

Last name:

First name(s):

Address:

Post code:

Email:

Home telephone:

Daytime telephone:

Mobile telephone:

National Insurance No:

Are you applying for a job share?	Yes ☐	No ☐
Do you have a job share partner ?	Yes ☐	No ☐
Do you hold a UK/EU passport?	Yes ☐	No ☐
Which visa to you currently hold		
Date of recognition as a qualified teacher in England/Wales (if applicable):		
RP/DFES/GSCC Reference Number if applicable:		
Dates not available for interview: (If these dates clash with the interview date we will try to re-arrange but cannot guarantee to do this)		
If you are successful you must provide evidence of the above details prior to your appointment		
Current or most recent employment / voluntary work		
Employer:		
Job Title:		
Address:		
Post code:		
Current/last salary:		Grade:
Benefits:		
Current start date:		
Date of leaving (if Applicable)		
Reason for leaving:		
Period of notice:		
Brief description of main duties/responsibilities. (Please continue on a separate sheet if necessary)		

Previous Employment or Work Experience Record

Please provide full details of all your previous paid and unpaid employment in date order since leaving full-time education, explaining any breaks.

Name of employer and type of business	Position held, duties and responsibilities	Reason for leaving	Dates (months/years) from - to

Education Qualifications & Training obtained from schools / colleges / universities

Name of Schools, Colleges, Universities etc.	Name of qualification	Full Dates Start Date End Date	Qualifications and Grades (if applicable)

Membership of Professional Organisations and Institutions

Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies. (Please note, if you are appointed we will need to see your original qualification certificates. Continue on a separate sheet if necessary).

Professional Professional Bodies or Institution	Date obtained	Membership status	By examinations (yes/no)

Personal Statement

Abilities, skills, knowledge and experience

Please use this section to explain in detail how you meet all of the requirements of the Person Specification and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position.

References

Please provide the details of three people to whom you are not related and to whom a request for a reference can be made relating to your work experience and suitability for the post for which you are applying. As a minimum, one should be your current employer, or if you are unemployed, your last employer. In the case of school/college/university leavers, your tutor.

Please note that we reserve the right to approach any of your previous employers for a reference.

In accordance to SAFER Recruitment, for all positions within social care, reference details are required to be provided for all employment for the previous four years (additional information can be submitted during an interview).

Reference 1

Name:			
Job title:			
Work relationship:			
Organisation:			
Address:			
		Post code:	
Telephone:			
E-mail (please provide work email address)			
May we approach them at this stage?	Yes ☐	No ☐	

Reference 2			
Name:			
Job title:			
Work relationship:			
Organisation:			
Address:			
		Post code:	
Telephone:			
E-mail:			
May we approach them at this stage?		Yes ☐	No ☐
Reference 3 (Personal or character reference)			
Name:			
Relationship to applicant:			
How long have you known this person?			
Their occupation/status:			
Address:			
		Post code:	
Telephone:			
E-mail:			
May we approach them at this stage?		Yes ☐	No ☐

Driving Licence Details

For posts which require a driving licence as listed in the person specification, please answer the following questions.

Do you hold a full, clean, current driving licence which enables you to drive in the UK?

Yes ☐

No ☐

If yes, please state the type of licence:

If you are successful you will be required to provide evidence of the licence prior to your appointment.

Declarations

Criminal convictions

Do you have a Criminal Conviction(s) or police caution(s)?

Yes ☐

No ☐

This post involves working with children and vulnerable adults and therefore requires an enhanced DBS disclosure. The Rehabilitation of Offenders Act 1974 states that "if a person wants to apply for a position that involves working with children and/or vulnerable adults they are required to reveal all convictions (and/or cautions) both spent and unspent". All applicants should therefore be aware that regardless of the age of the offence/s it will appear on the enhanced DBS disclosure.

If you answer yes and you are successfully shortlisted you will be expected to provide the panel with details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. The envelope will only be opened and considered if the panel agree to appoint you for the post. If you are not selected the envelope will be securely destroyed.

Failure to disclose any conviction(s) for an exempt post, whether spent or not may lead to the withdrawal of the offer of employment. If the job description for the post you are applying for indicates that a Criminal Records Bureau Disclosure is required, further information will be provided to you if Parkwood Care makes you an offer of employment

Data Protection Act 2018

Under the Data Protection Act 2018, Parkwood Care reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of sensitive data for the purposes of monitoring Parkwood Care's equality and diversity policy.

Statement to be signed by the applicant

Please note: If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview. Candidates selected for interview will be notified within three weeks of the closing date.

Signed:

date:

Parkwood care Employment Monitoring

Parkwood Care has an equality and diversity policy and is keen to ensure that the policy is working effectively. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

About you

Last name:

Post code

Where did you see this job advertised?

Gender

Are

Female ☐

Male ☐

Transgender ☐

Is your gender identity the same as the gender when you were born with?

Yes ☐

No ☐

Decline to State ☐

Applying for:	Full time ☐	Part time ☐	Job Share ☐
Ethnicity			
Asian / British Asian			
Bangladeshi	☐	Chinese	☐
Indian	☐	Pakistani	☐
Vietnamese	☐	Asian other (specify)	☐
Ethnicity <i>continued</i>			
Black / Black British			
Caribbean	☐	Somali	☐
Other African	☐		
Black other (specify)	☐		
Mixed or Dual Heritage			
White & Asian	☐	White & Black African	☐
White & Black Caribbean	☐	Mixed other (specify)	☐
White			
English	☐	Irish	☐
Scottish	☐	Welsh	☐
Northern Irish	☐	Irish Traveller	☐
White other (specify)	☐	Gypsy / Roma	☐
Declined to State		☐	
Other ethnic background (specify)			
Specify (from above)			

Sexual Orientation			
How would you define your sexual orientation:			
Bisexual	☐		
Gay man	☐		
Heterosexual / straight	☐		
Lesbian woman	☐		
Decline to state	☐		
Age			
Date of birth: (dd/mm/yyyy)			
Religion / Belief			
What is your religious belief?			
Buddhist	☐	Jewish	☐
Christian	☐	Muslim	☐
Hindu	☐	Sikh	☐
No Religion	☐		
Other (specify)			

Disability
Do you consider yourself to be disabled? Yes ☐ No ☐ Decline to State ☐
If yes:
Learning difficulty
Long standing illness / health condition
Mental Health
Physical impairment
Sensory impairment
Other (specify)
What do we mean by a disability The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities Examples of Disabilities The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question. Hearing, speech or visual impairments (if you wear glasses or contact lenses this is not normally considered a disability) Co-ordination, dexterity or mobility (eg polio, spinal cord injury, back problems, repetitive strain injury) Mental health (eg schizophrenia, depression, severe phobias) Speech impairment (eg stammering) Learning Disabilities (eg Down's syndrome) Other physical or medical conditions (eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc)

Declaration

I confirm that to the best of my knowledge, the information given in this monitoring form is true and correct.

I hereby provide consent to the collection, storage and processing of my personal data. If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview.

Signed

Date

**Please complete and return this form together with your completed application form to
Parkwood Care**

This form will not be included in the shortlisting process but would be if selected for interview

Parkwood Care is a residential children's home service and as such, all employees have direct access to young people. All posts within Parkwood Care are considered exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants **must disclose all previous and pending convictions**, even if they are considered 'spent', or be liable to prosecution.

With the exception of offences against children, a **previous conviction will not automatically bar an applicant from employment**. We will make all decisions based on careful consideration of all the information available to us. In line with Government guidance, the Registered Manager, Responsible individual and the directors, in each case, consider the following;

- whether the conviction is relevant to the employment;
- the length of time since the offence occurred;
- whether the applicant has a pattern of convictions;
- whether the applicant's circumstances have changed since the offence was committed.

It is important that all applicants and existing staff understand the need to disclose convictions, and are actively encouraged to do so, so that any convictions can be fully discussed during the recruitment process. If the Registered Manager feels that further clarification is required, further information may be sought from additional sources, for example, previous employers, placements etc. We may also ask the applicant to supply additional references. For further information please refer to the Safer Recruitment Policy.

Disclosure of Criminal Records

All applicants will be vetted via **the Disclosure and Barring Service to an enhanced level**, prior to commencing employment. More details regarding this can be found at <http://www.DBS.gov.uk> DBS records provide Parkwood Care with details of an individual's criminal record and other charges and cautions, **irrespective of the time elapsed since conviction**. Applicants should be aware that, should a DBS record show convictions which were not disclosed by the applicant prior to interview, Parkwood Care will consider this as a fundamental breach of trust. If this situation arises the individual is liable to be summarily dismissed or have any offer of employment withdrawn, **irrespective of the nature of the conviction**. It is an offence to apply for a post for which you are disqualified.

Please complete Parts 1–4 and return this along with your application form. This information will be treated in the strictest confidence and will only be seen by senior management and authorised staff involved in the selection process. Should you not be selected for a position the form will be destroyed.

PART 1					
Are you currently subject to any criminal charges or investigations?					YES ☐ NO ☐
Have you ever received or been subject to any of the disposals noted in Part 1A? (if yes please complete Part 1A)					YES ☐ NO ☐
PART 1A					
Conviction(s)	☐	Warning(s)	☐	Reprimand(s)	☐
Caution(s)	☐	Charge(s)	☐	Supervision Order(s)	☐
Dropped Charge(s)	☐	Custodial Sentence	☐	Other	☐
What was the incident(s) that resulted in the above?					
When did it happen?					

Have you offended since?	
What have you learnt from your experience?	
PART 2	
Are you on the List 99, 'Disqualified from Working with Children' list or a list governed by the Disclosure and Barring Service.	YES ☐ NO ☐
Are you subject to any sanctions imposed by a regulatory body? (If yes please detail below)	YES ☐ NO ☐
Have you ever been subject to an investigation or enquiry into abuse or other inappropriate behaviour, either within or outside the workplace?	YES ☐ NO ☐
Have you ever been suspended from employment or subject to disciplinary action?	YES ☐ NO ☐
If you have answered 'yes' to any of the above questions please provide details in the space below.	

PART 3 - DECLARATION

- I declare that, except for the above disclosed, I have not been found guilty and sentenced by a court for a criminal offence, either in the UK or abroad.
- I give my consent to Parkwood Care to carry out an Enhanced DBS check and to request references in order to verify the information I have provided in this declaration form.
- I agree to inform Parkwood Care if I am convicted of a criminal offence before or after I take up any post within the organisation. I understand that failure to do so could lead to disciplinary action and termination of employment.
- I declare that I have not withheld any information.
- I consent to medical information relevant to the post for which I am applying being sought from the doctor who has attended me recently and I authorise that such information may be given.

Signed: _____ Date: _____

Name: _____